



# ARIZONA TRAINING CENTERS

## CAMP NAVAJO LODGING REQUEST FORM



BILLETING OFFICE BLDG. #68

BELLEMONT, AZ 86015-6123

PHONE: (928) 773-3152 FAX: (928) 773-3376 EMAIL: rolfe.c.feutz.mil@mail.mil

**IN ORDER TO ENSURE ACCOMODATIONS CAN BE PROVIDED, PRIOR TO ARRIVAL ALL AGENCIES WILL:** MAKE A RESERVATION IN RFMSS (180 DAYS PRIOR), COMPLETE AND SUBMIT THIS FORM (90 DAYS PRIOR) AND MUST SUBMIT A COMPLETE PERSONNEL ROSTER INCLUDING NAME, RANK AND GENDER (30 DAYS PRIOR) FOR EVERYONE WHO WILL NEED LODGING. ONLY A CONFIRMATION FROM THE BILLETING MANAGER REGARDING YOUR PERSONNEL ROSTER WILL CONSTITUTE A RESERVATION.

### 1. Organization Data (IF YOU ARE NOT HERE FOR WORK/ORDERS/TRAINING/ETC. SKIP THIS SECTION AND GO TO SECTION 3)

Unit or Organization Name: \_\_\_\_\_ Training Status: IDT ☐ AT ☐ \*\*NA ☐ Date: \_\_\_\_\_

**\*\* IF NOT AZ ARNG IN AN IDT OR AT STATUS PAYMENT WILL BE REQUIRED BEFORE KEYS WILL BE ISSUED.\*\***

DOD AGENCY: \*\*\*NA ☐ USA ☐ USN ☐ USAF ☐ USMC ☐ OTHER ☐ \_\_\_\_\_ RESERVE: YES NO GUARD: YES NO

Organization Address: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

### 2. Unit Billeting Detail

(Open Bays) Enlisted E1-E6 (2 Man Rooms) Senior NCO (E7-E8)/Officer W1-CW3/O1-O3 (Single Rooms) E9/O4/CW4 to O5 (VIP Quarters) O6 and Above

ADVON: YES NO ARRIVAL DATE: \_\_\_\_\_ DEPART DATE: \_\_\_\_\_

Number of Males

Number of Females

MAIN BODY: ARRIVAL DATE: \_\_\_\_\_ DEPART DATE: \_\_\_\_\_

Number of Males

Number of Females

Total Number of Linen Sets Requested:  (Non-DOD Agencies Only)

### 3. Requestor Information

Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ FAX: \_\_\_\_\_ Status: AC RC GUARD AGR RET. NA

### 4. Individual Lodging Information

DATES: ARRIVAL: \_\_\_\_\_ DEPARTURE: \_\_\_\_\_

(One Bed Room) (Two Bed Room) (VIP Quarters) Two Beds (Open Bay) 50 Beds  
Quantity:

Total Number of Linen Sets Requested:

### 5. NOTES:

- Check-In will be after 1400 on the Day of Arrival. Check-Out will be prior to 1100 on the Day of Departure.
- All Unit/Agencies representatives will report to the Billeting Office to clear rooms NLT 0830 on the day of departure for final walk-thru.
- All One and Two bed rooms share a bathroom with the room next to it (Jack and Jill).
- Linen is only provided as needed for a fee. (No Linen will be provided for units)
- Housekeeping and linen is provided as part of full room rates only. All DOD agencies will maintain their own accommodations (cleanliness/linen).
- Billeting Office Hours (Mon.-Fri., 0700 - 1730). After hours key pick-up and payment will be made with security at the Camp Navajo main gate. (Checks Only. Make payable to "The State of Arizona")

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Form Complete? Y N